QUEENS COLLEGE

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Student Handbook
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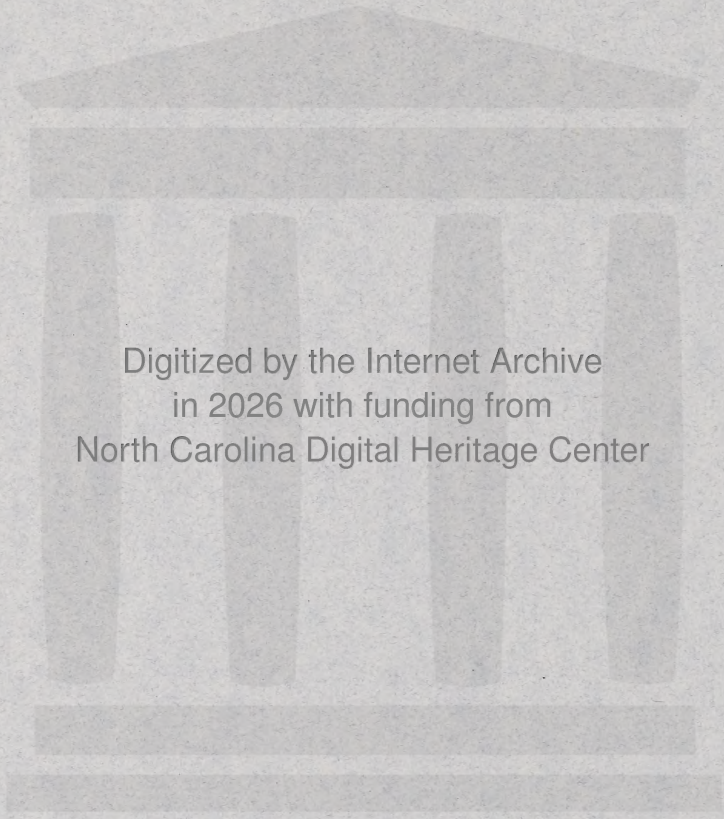
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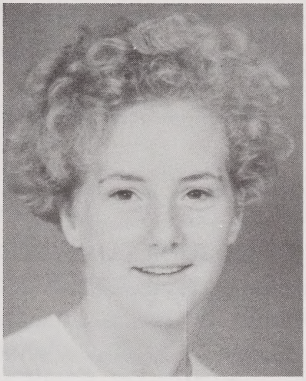

FELLOW STUDENT,

This handbook was designed as a resource for you. I encourage you to utilize this most valuable tool in familiarizing yourself with Queens College.

In addition to enumerating campus services and outlining the judicial system, this handbook also explains some of the various ways that we, as students, can make substantial contributions to the Queens community. Because Queens is a small, liberal arts college, each student has the opportunity to make a very real difference. You, as well as your ideas and opinions, are important. As students of Queens College, we can take pride in the autonomy of student organizations and the tradition of self-governance.

When you enrolled at Queens College, you also became a member of the Student Government Association. The Student Government Association is designed as an instrument of student self-governance and involvement in the college community. As an informed member of this Association, you will be better equipped to be part of the process of development that takes place in college.

I encourage you to take advantage of the opportunities that Queens provides; I challenge you to make a difference.

Tracy Price

Tracy Price
Student Government Association President

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GENERAL INTRODUCTION

Queens College, private and Presbyterian, is a diversified, coeducational, liberal arts college. The college is a community of learning which engages students in the concepts of a liberal education and its methods of inquiry; fosters an appreciation for intellectual discipline; prepares students as responsible and productive citizens; and challenges them to a life of intellectual curiosity and moral vision.

To achieve this purpose, Queens integrates the human experience through an interdisciplinary approach to learning which emphasizes knowledge, creativity and critical thinking. Within the context of the Judeo-Christian heritage, Queens seeks coherence among liberal learning, cultural awareness, international understanding, career preparation and ethical sensitivity.

Queens College is committed to the development of a diversified learning environment in which students, regardless of race, age, national and ethnic origin, sex, or handicap, are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. Queens College does not discriminate in the administration of its educational policies, scholarships, aid programs, or other college programs.

THE HONOR CODE AND JUDICIAL SYSTEM

Queens College is firmly committed to the principles of honor and prides itself on the spirit of trust that exists among its members. At the very heart of Queens College is the Honor Code. The Honor Code is based on the belief that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community.

The Honor Code at Queens College is the keystone of the College's tenet that its students should act honorably and responsibly in all aspects of life, both on and off campus. The Honor Code incorporates the highest principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature men and women who act responsibly at all times, and to promote a community based on responsible citizenship, mutual trust, and respect. This Code is binding on all members of the college community and applies to all phases of life at the College.

As a commitment to this system of honor, students are asked to sign the Honor Code as a part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the Academic Pledge and the Community Pledge. In addition, it embodies the individual's commitment to maintaining a community of honor, including taking action against those who violate the Code.

A. HONOR CODE

As a member of the Queens College community, I will endeavor to maintain a spirit of integrity and honor for its own sake.

ACADEMIC PLEDGE: I pledge truthfulness and absolute honesty in the performance of all academic work.

COMMUNITY PLEDGE: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to college policies.

Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not to tolerate any violations of its spirit or principles.

1. **The Academic Pledge**

I pledge truthfulness and absolute honesty in the performance of all academic work.

The academic pledge embodies the responsibilities of each student relating to the academic sphere of campus life. The Honor Council is responsible for hearing all violations of the academic pledge. Violations of the Honor Code's academic pledge include, but are not limited to: lying, cheating, or stealing and all other forms of academic dishonesty. Examples of academic dishonesty are plagiarism (the use of another's words or ideas without giving credit to the source), computer misuse (accessing, transferring, or altering information without authorization), and the unauthorized removal of materials from the library.

2. **The Community Pledge**

I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to college policies.

The community pledge incorporates the responsibilities of every student to the welfare of community members, to property, and to college policies. The Campus Judicial Board is responsible for hearing all violations of the community pledge. Violations of the Honor Code's community pledge include, but are not restricted to: any form of hazing, harassment, verbal abuse, physical or sexual assault, racial comments or incidents; misuse of student identification or access cards; repeated violations of residence hall regulations; damage to property; and the violation of other college policies.

3. **Responsibility To The Honor Code**

As a member of the Queens College community, I will endeavor to maintain a spirit of integrity and honor for its own sake.

Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not to tolerate any violations of its spirit or principles.

Membership in the student body at Queens College signifies a student's commitment to the system of governance at the college and to the Honor Code. The college assumes that the student who chooses to come to Queens College does so with the purpose of adhering to the spirit and the

letter of its principles and policies. It is expected that students will become familiar with the Honor Code and that all violations of the Honor Code will be reported to the appropriate judicial board.

B. THE JUDICIAL SYSTEM

The Judicial System is designed to promote the Honor Code and to investigate and respond to alleged violations of the Code. It is based on the principle of student self-governance and is comprised of two student judicial boards — the Honor Council and the Campus Judicial Board. Students are elected to membership on each judicial board and are responsible for interpreting and implementing the rules of the college.

Because the college is ultimately responsible for the welfare of the community and matters of student discipline, the Board of Trustees has directed administrators and faculty to share the responsibility for the functioning of the Judicial System. Administrators and faculty members serve as advisors to the student judicial boards and serve as members of the Appeals and Administrative Boards.

1. Structure

HONOR COUNCIL

a. Hears cases involving violations of the Academic Pledge

b. Membership

- President
- Vice President
- Secretary
- Senior Class (2 members)
- Faculty advisor (chosen by the Council)
- Junior Class (2 members)
- Sophomore Class (2 members)
- Faculty Representative (chosen by the faculty)
- Student Development Officer (ex-officio)

CAMPUS JUDICIAL BOARD

a. Hears cases involving violations of the Community Pledge

b. Membership
   - President
   - Vice President
   - Secretary
   - Long Residence Hall Representative
   - Harris Residence Hall Representatives (2)
   - Belk Residence Hall Representative
   - Wallace Residence Hall Representative
   - Albright Residence Hall Representatives (2)
   - Student Development Officer (ex-officio)

Note: The Student Development staff has the authority to act on behalf of the judicial boards in sanctioning first offenders (who plead guilty) to certain college and residence hall regulations.

APPEALS BOARD

a. Hears cases involving any referral or appeal from the Honor Council or Campus Judicial Board
   - Honor Council or the Campus Judicial Board recommendations for suspension or expulsion from the College
   - Student challenges of a decision of the Honor Council or the Campus Judicial Board

b. Membership is comprised of administrators, faculty members, and students (i.e., judicial board representatives, Student Government Association representatives).

ADMINISTRATIVE HEARINGS

a. Hears cases involving an emergency or special circumstances
   - Privileged information
   - Imminent danger to health or property
   - Situations in which a student board is compromised
   - Requests from a student board or member of the executive staff

b. Membership is comprised of administrators, faculty members, and/or students as warranted by the nature of the case.

Note: The College reserves the right to remove a student from campus prior to any judicial hearing.

2. Sanctions Available to Judicial Boards

a. **Censure.** An official reprimand that makes misconduct a matter of record in college files. Any further misconduct could result in further disciplinary action.

b. **Fines.** Punitive fines not to exceed fifty dollars may be imposed at the discretion of the judicial boards.

c. **Restitution.** Reimbursement for damage, defacement, or misappropriation of property belonging to the college, to any member of the college community, or to any guest on campus.

d. **Campus Service.** A student may be assigned to work a designated number of hours with a particular campus office.

e. **Professional Counseling.** Counseling sessions, the number of which will be determined by the judicial board, can be required.

f. **Community Probation:**

(1) Community probation is a period of review and observation during which a student is considered "not in good standing" and may face restrictions on his or her behavior. If a student commits additional violations while on probation, the student will likely be sanctioned more severely, including residence hall or college suspension.

(2) The number of weeks of community probation will be at the discretion of the judicial board with a minimum period of two weeks and a maximum of one year.

g. **Community Restrictions:**

(1) Curfew and loss of visitation privileges may be specified by the judicial board.

(2) Community restrictions may prohibit students from officially representing the college, from participating in extra-curricular activities, or from attending college social events.

(3) The number of weeks of community restrictions will be at the discretion of the judicial board with a minimum period of two weeks and a maximum of one year.

h. **Suspension from a residence hall.** A student will be barred from campus housing.

i. **Recommendation to a faculty member for action.** For a student found guilty of an academic violation, the council may recommend that the faculty member record a failing grade for a paper, test, or course.

j. **Suspension from the college for a definite period.** Termination of student status for a specified period of time. The student will be informed at the time of this decision when he or she will be eligible to return to the college. Cases involving the recommendation of suspension from the college for a definite period will be reviewed automatically by the Appeals Board.

k. **Suspension from the college for an indefinite period.** Termination of student status for an unspecified period of time. The student may apply for formal readmission to the college no earlier than one calendar year from the time of suspension. Cases involving the recommendation for suspension from the college for an indefinite period will be reviewed automatically by the Appeals Board.

l. **Expulsion.** Permanent termination of student status. Cases involving the recommendation for expulsion will be reviewed automatically by the Appeals Board.

Note:

(1) The judicial boards reserve the right to combine sanctions as they deem appropriate.

(2) A student becomes ineligible to represent the college if he or she is placed on community probation for six weeks or longer, is suspended from a class, or is suspended from the college. Ineligibility to represent the college may include restrictions involving participation in any collegiate athletics, public participation in college activities, or public performances in the name of the college.

(3) Anyone suspended definitely or indefinitely will be informed at the judicial hearing of the time by which he or she must leave the campus and the conditions under which he or she may return. During the suspension time, the student may not return to campus without permission of the Office of Student Development.

(4) Student organizations are responsible for the actions of their members. Accordingly, the aforementioned sanctions can be applied to student organizations that have violated the Honor Code. In addition, a student group may be denied the privileges of campus facilities, funding, sponsorship of programs, and recruitment of members.

C. THE JUDICIAL PROCESS

1. Reporting a Violation

a. Turning a person in to the vice president is not an accusation of guilt. It is simply a statement that a college policy may have been violated and a request that the appropriate judicial board investigate the matter.

b. If a student is guilty of violating the Honor Code, the student should report himself or herself to the vice president of the judicial board that handles the particular violation.

c. Under the honor system a student who observes another student in violation of a college policy has an obligation to report the violation. Failure to report such an incident is in itself a violation of the Honor Code. The student who observes a violation must report it to the vice president of the judicial board that handles the particular violation.

The vice president will conduct a preliminary investigation through interviews and written statements to ascertain if a violation has occurred. If there is sufficient evidence that a violation has occurred, the vice president will establish a time for a judicial hearing. If the investigation does not yield sufficient evidence that a violation took place, no further action will be taken.

d. A person who reports a violation must appear as a witness before the appropriate judicial board.

e. Because of the importance of protecting individuals' rights, confidentiality in these matters is critical.

2. The Defendant's Rights

a. **The Plea.** A person may plead innocent; i.e., he or she did not commit the violation. A person may enter a "no plea," which means that the person committed the violation, but that there were extenuating

circumstances surrounding the event. A person may plead guilty; i.e., he or she did commit the violation. If a person pleads innocent or does not plead, the board decides between innocence or guilt. However, if a person who pleads innocent is found guilty, the person may also be found guilty of perjury by claiming under oath that he or she was innocent. No student who pleads guilty can be found innocent before a board. All hearings are taped. If a student is found guilty, the tape is kept on file for a period of five years or until the person graduates.

b. **Rights to Information.** The defendant has a right to review the written statements taken by the vice president during his or her investigation process. The defendant shall receive all statements at least 24 hours before the hearing. Each judicial board reserves the right to accept relevant information after the 24 hour deadline. The defendant would receive a copy of that information at the hearing.

c. **The Hearing.** Each student who comes before a judicial board has a right to request a public hearing. Unless otherwise specified, all hearings are private. At a private hearing, only the defendant, his/her advisor, witnesses, and the board are allowed to be present. If the person requests a public hearing, anyone is allowed to be present for the entire hearing. The president, however, reserves the right to dismiss any disruptive persons from the hearing room. A defendant who desires a public hearing must submit a request in writing to the vice president at least 24 hours prior to the time of the hearing.

d. **Witnesses and Advisor.** Each student is allowed to request relevant witnesses to appear at the hearing. At least 24 hours prior to the hearing, the vice president must be informed in writing of any witnesses to be called. Each judicial board reserves the right to call additional witnesses after the 24 hour deadline.

Defendants may, and indeed should, discuss their situation with an advisor. Each student is allowed to ask a faculty member or student to be an advisor and to sit with him or her through the hearing. Dormitory and Day Student Senators are knowledgeable of the judicial process and are available to be advisors to defendants. Witnesses may also seek advice prior to the hearing.

Hearings before the boards are kept strictly confidential for the student's protection. Defendants and witnesses must severely limit any discussion of a case. Gossiping or any other random discussion about the case can in itself be an Honor Code violation.

e. **Appeals.** Appeals from a judicial board are heard by the Appeals Board which is chaired by the Dean of Student Development. Decisions made by the Appeals Board are final.

Appeals must be made in writing to the Dean of Student Development within 48 hours (excluding Saturdays and Sundays) of the time the initial case was heard.

Students may not appeal verdicts or sanctions simply because they do not like the first ruling. Appeals must be based on one or more of the following conditions:

- The original hearing was not conducted according to established procedure.
- New evidence or facts exist which were not brought out in the original hearing.
- Sanction(s) imposed were excessive or inappropriate for the offense committed.
- There was evidence of discrimination based on age, sex, race, national origin, religion, sexual preference, or the exercise of First Amendment rights.

COMMUNITY LIVING

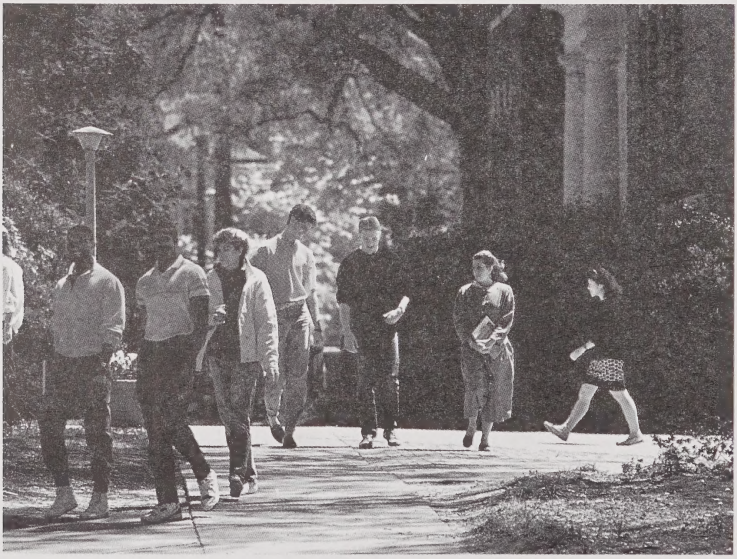
Queens College is committed to maintaining an academic environment that fosters intellectual, personal, and social development. Certain rules and regulations are necessary to provide for such an environment and to govern this community. They are designed to enable students to exercise their individual freedoms while acting responsibly.

Queens is dedicated to the development of mature, responsible students. Accordingly, it provides a number of opportunities for students to assume responsibility for their decisions. Students are involved in the development of community living policies through their participation in student government, the judicial process, and the residence halls. Queens expects its students to abide by all federal, state, and local laws.

A. GENERAL COLLEGE POLICIES

1. Alcohol Policy

Queens College recognizes the social problems inherent in the misuse of alcohol and discourages inappropriate student consumption of alcohol. It also seeks to provide a realistic social atmosphere on campus, to develop student responsibility, and to permit maximum personal free-



dom in matters affecting student life. Students are expected to obey the federal, state, and local laws regarding the possession, sale, and consumption of alcoholic beverages both on and off campus; students, therefore, accept personal responsibility for their own actions and decisions.

The following regulations are designed to support these objectives:

a. Students are responsible at all times for complying with North Carolina laws governing possession and use of alcohol. North Carolina law includes the following provisions:

> "It shall be unlawful for any person to: (1) sell or give malt beverages (including beer) or unfortified wine to anyone less than 21 years old or; (2) sell or give fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old. It shall be unlawful for: (1) a person less than 21 years old to purchase, to attempt to purchase, or to possess malt beverages or unfortified wine...or fortified wine, spirituous liquor or mixed beverages."
>
> Persons who aid and abet an underage person to violate this law will be guilty of a misdemeanor.
>
> North Carolina prohibits open containers of alcohol in the public domain.

b. Possession of alcoholic beverages in residence hall rooms is regulated by state law.

c. Counseling and support services are available both on and off campus for students who wish to discuss confidential matters concerning alcohol and its use. (See the Resource Directory listed in the appendix.)

d. Students who violate the alcohol policy will face disciplinary procedures, including possible residence hall suspension.

e. In accordance with North Carolina law, Queens considers all areas of campus to be public domain except students' rooms. The college occasionally designates other areas as private domain. See the section on Activity Authorization Forms.

f. Individual student(s) or organization(s) who sponsor an event with alcohol must obtain permission from the Office of Student Development (203 Jernigan) by completing an Activity Authorization Form at least 72 hours prior to the event. An Activity Authorization Form is designed to serve as a planning checklist, to inform students of the college policies and procedures that govern an event, and to educate students about responsible alcohol use through a list of procedures to monitor the consumption of alcohol (e.g., the use of alternate beverages and food with alcohol, establishing a mechanism to check ID's). For more information, see Activity Authorization Forms.

   Please note that beer and wine are the only alcoholic beverages that the Office of Student Development will authorize for special occasions on campus. The only exception is in residence hall rooms as indicated in b.

g. Student organization budgeted funds may not be used to purchase alcoholic beverages.

2. **Drug Policy**

The illicit and improper use of drugs (for example, amphetamines, barbiturates, opiates, hallucinogenic drugs, cocaine, and marijuana) is not in keeping with a student's personal welfare or pursuit of academic achievement. Queens College students are expected to abide by the laws of the State of North Carolina and the federal government regarding the possession and use of drugs both on and off campus.

Counseling services are available both on and off campus for students who wish to discuss confidential matters concerning drugs and their use. (See the Resource Directory listed in the appendix.)

Students who abuse drugs will face disciplinary procedures including possible suspension from the college.

3. **Firearms and Explosives Policy**

North Carolina law prohibits the possession or carrying of weapons, including guns, rifles, pistols, dynamite cartridges, bombs, grenades, mines, powerful explosives, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles or any other weapons of like kind, on any public or private school campus or grounds. The only exceptions to this policy are campus police officers

who may carry firearms.

Possession of any such weapons or fireworks, etc., shall be considered a major violation of Queens policy and will be referred to Campus Judicial Board for action.

4. **Student Conduct Policy**

Queens students are responsible for their personal conduct at all times, both on and off campus, and shall be subject to discipline, including possible suspension, for behavior which violates college policies and discredits the students and/or the college. Similarly, Queens students are responsible for the personal conduct of their guests.

B. SPECIFIC COLLEGE PROCEDURES

1. **Activity Authorization Forms**

A student or group who wants to hold an activity on campus must complete an Activity Authorization Form and return it to the Office of Student Development at least 72 hours prior to the event. Authorization forms are designed to prevent the double scheduling of facilities and any misunderstandings concerning which college policies govern social events, which events are approved, who should be contacted in emergencies, who is responsible for cleanup, and what facility and maintenance needs are involved. Activity Authorization Forms can be obtained from the Office of Student Development, 203 Jernigan.

2. **Automobiles on Campus**

All students at Queens are allowed to bring cars to campus. Cars must be registered with the Public Safety Department, located on the first floor of Stultz Building. The annual registration fee is $10.00. Each registered automobile is issued a parking permit which must be affixed to the left rear bumper of the vehicle or to the lower left corner of the rear windshield. A vehicle is not registered until the sticker or permit is displayed on the vehicle.

Parking on campus is limited. Each parking permit indicates the zone in which that vehicle is authorized to park. Parking in unauthorized zones will result in a fine.

A vehicle that receives ten (10) parking violations may be towed at the owner's expense.

A parking appeals board is available to anyone who wishes to appeal a parking ticket.

Students are responsible for their visitors and will be held financially responsible for citations issued to vehicles traced to direct family members or guests.

3. **Bare Feet and Shirts**

Health and sanitation codes require that students and guests wear shoes and shirts in all public buildings excluding residence halls.

4. **Posters on Campus**

Posters should include the name of the organization(s) or individual(s) sponsoring the event or product being advertised. Persons who put up posters are responsible for their removal. Notices should be taken down the day after the event that they are advertising occurs. Posters and signs should not be taped on painted surfaces or glass doors.

Off-campus individuals or groups are required to have their posters stamped in the Student Development Office, 203 Jernigan.

5. **Sales and Solicitation**

To protect students and staff from fraudulent sales and annoyance, door-to-door soliciting is not permitted by on-campus or off-campus groups or individuals, including religious organizations.

Any on-campus person or organization wishing to sell merchandise may do so in the lobbies of the residence halls, the Student Center, or the dining hall after obtaining permission from the Office of Student Development.

An off-campus person or agency who wishes to sell on campus must receive permission from the Office of Student Development. Once permission is granted, products may be sold only in approved locations.

6. **Smoking**

To ensure that individuals do not infringe upon the rights of others and in adherence with fire regulations, smoking is not permitted in Dana Auditorium, Suzanne Little Recital Hall, or classrooms. A section in Morrison Dining Hall is designated as an area where smoking is permitted at meals.

C. RESIDENCE LIFE

Living at Queens offers students the opportunity for growth through involvement in the resident community. The residence halls are more than just a place to live — they are an important aspect of student life.

Each residence hall is designed to be a community in itself — a home away from home in which students should find a place to relax, a group of good friends, a center of activity, and a system of support. The overall atmosphere of each residence hall will be the by-product of the residents and residence hall staff who live there.

Traditional-age students who are candidates for an undergraduate degree must live in a residence hall unless they are residing with a parent or guardian, married, or given special permission for other residence by the Office of Student Development, 203 Jernigan.

The Student Development Office staff, Resident Coordinators and student Resident Assistants are excellent resources regarding campus life. The Resident Coordinators and Resident Assistants live in the residence halls. They are there to meet the needs of students and to help make the experience in the residence halls a positive one.

Residence hall regulations are designed to facilitate community living and to ensure the smooth operation of the residence halls. All Queens students (including day students) and their guests on campus are expected to abide by

these policies and guidelines. Violations of guidelines and policies will be handled by the Student Development staff or through the college judicial process as described previously in this handbook.

The Student Development staff has the authority to act on behalf of the judicial boards in sanctioning students for certain first time violations of the Honor Code's community pledge, specifically those violations that typically take place within the residence hall (e.g., visitation hours, quiet hours, fire drills, pets, damage to community property, and others as determined by the judicial boards).

1. **The Professional Staff**

   The Student Development Office, located on the second floor of Jernigan, is responsible for coordinating the residence life program.

   a. **Resident Coordinators**

      Resident Coordinators (R.C.'s) are professional Student Development staff members who live in the residence halls. They are responsible for the general management of the building and serve as a resource for residents.

      R.C.'s are trained to handle emergency situations, to mediate roommate problems and to help with personal difficulties. They help establish a feeling of community in the halls through programming and planned activities.

   b. **Resident Assistants**

      Student Resident Assistants (R.A.'s) are members of the Student Development staff. Each R.A. is responsible for the management of a floor in one of Queens' residence halls.

      See your R.A. when you:
      - are locked out of your room
      - need an item in your room repaired
      - have a personal problem you'd like to discuss in confidence with a peer
      - have a great idea for a hall activity
      - want the names of campus resources
      - are having roommate problems
      - have questions in general

2. Residence Hall Policies and Procedures

a. Access to Residence Halls

The residence halls are locked 24 hours a day for students' protection. Entry is gained through the use of a personal access card that is assigned to each student. Propping open or misuse of any main entrance or fire door is a violation of residence hall policy. Loss of an access card must be reported immediately to the Public Safety Department, located in Stultz Building. There is a $10 fee for replacing a lost card.

Access system cards (and student identification cards) are non-transferable. Misuse of the access cards or any form of student identification will be considered a violation of the Honor Code.

b. Bicycles

Bicycle racks are located in front of Albright and Harris Residence Halls and beside Wallace Residence Hall. Bicycles may not be stored anywhere in the residence halls except in the basement storage rooms, and they may be removed by the college from restricted areas without notification to the student. Bicycles must be registered, and engraving services are available through the Public Safety Department at no charge.

c. Check-In, Check-Out

A resident student must check in with the Resident Assistant when he or she moves into a residence hall room. The check-in procedure involves completion of a Room Condition Report. A student who moves out of the residence hall room for any reason must check out officially with the Resident Assistant. Any items left in the residence hall room after check-out will become the property of the college.

d. Community Responsibility (Financial)

Occasionally damages are made to a residence hall through activities of the community or by individuals who fail to take responsibility for their actions. In accordance with the Community Living philosophy of Queens College, individual community members are responsible to and for the larger community. Charges for damages to community areas will be divided among all members of the responsible group or among all members of the residence hall.

e. **Electrical Appliances**

Only the following electrical appliances may be used in residence hall rooms: coffee pots, fans, popcorn poppers, microwave ovens, hair dryers, stereos or radios, refrigerators (up to 3 cubic feet), televisions, and electric curlers. The following appliances may NOT be used in student rooms due to electrical circuit capacity, energy control, or potential fire hazard: electrical resistance ovens (any type), hot plates, toasters, toaster ovens, sunlamps, irons, and ceiling fans.

f. **Fire Drills and Equipment**

Fire escape routes are posted in each residence hall room and in all public areas of the residence halls. Every student should know all fire escape routes and procedures in the residence hall. No one is excused from a fire drill if he or she is present in the residence hall at the time of the drill. Anyone found in a room during the drill may be fined $25.

It is an Honor Code violation to tamper with, damage, or misuse fire safety equipment, including a fire alarm. Disciplinary sanctions may include dismissal from the residence hall.

g. **Fire Hazards**

Materials which are inherently fire hazards, such as candles or incense, are prohibited in any residence hall area. Any item in violation of fire and safety regulations will be subject to removal by the residence hall staff.

h. **Guest Housing**

Limited housing for guests of Queens students is available through the Student Development Office, 203 Jernigan. Rooms are made available on a first-come, first-served basis. Only official guests of the college and parents and grandparents of current students may use the Wallace Guest Apartment.

Guests are allowed the same hours of visitation as students. Visitors must sign in and out according to the visitation policy.

Students are responsible for the actions of their guests. Violations of campus policies by a guest will result in disciplinary action against the hosting student and/or a request by the Student Development or Public Safety staff that the guest leave the campus.

i. **Laundry Facilities**

Coin-operated washers and dryers are located in each residence hall. Students are cautioned not to overload these machines. Any student who damages a washer or dryer as a result of overloading will be responsible for the repairs.

Ironing boards are available in the laundry rooms. No irons may be used in a student's room; ironing is restricted to the laundry rooms.

j. **Lofts and Wooden Structures**

Permission and guidelines to build lofts or other structures in a residence hall room must be obtained from the Office of Student Development prior to construction.

k. **Pets**

Except for small fish and turtles, no pets of any kind are permitted in the residence halls at any time. An animal may be removed from a student's room without notification.

l. **Private Rooms**

A limited number of rooms are available each year. First priority for private rooms is given to students with special needs. Any remaining private rooms will be allocated based on seniority and lottery numbers. An additional fee per term is charged for a private room if one is requested and assigned. If a student occupies a private room for less than a full term, the fee will be prorated. A student will not be charged for a private room if he or she is assigned to one without having requested it.

The college reserves the right to consolidate those students who are in private rooms and who are not paying the private room fee.

m. **Quiet Hours**

Campus quiet hours are to be observed Sunday through Thursday from 11 p.m. to 7 a.m. Freshmen are to observe additional quiet hours Sunday through Thursday from 7 p.m. to 10 p.m. Observance of quiet hours in the residence halls acknowledges the right of each student to study and sleep with a minimum amount of disturbance. Students are expected to be considerate of others at all times. Members of any

residence hall may extend their quiet hours through a majority vote of the residents.

n. **Residence Hall and Room Damages**

Damages to walls, floor, furniture, etc. will be noted on a Room Condition Report. A final check for damages will be made by the Student Development and Maintenance staffs. The cost for damages will be charged to the student's general account. Students who damage common areas of a residence hall also will be charged accordingly.

With the exception of nail holes, any permanent change to a room will be considered damage. This includes, but is not limited to, the use of paint, wallpaper, or adhesives.

o. **Right of Entry**

A student's right to privacy shall not be abridged because of membership in the Queens community. When a member of the college staff seeks access to a residence hall room for improvement or repairs or for routine building inspection, the occupant(s) will be notified in advance. A student's request for repairs automatically constitutes authorization for entry. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared.

A search may be conducted by an authorized staff member if there is probable cause to believe that a violation of federal, state, or local laws or college policy has occurred or is taking place. Reasonable efforts will be made to have the individual present when the room is being searched. A member of the Student Development staff will be present during any search. If any items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

p. **Room and Roommate Changes**

If space is available, students will be allowed to change rooms and roommates after the first three weeks of the semester. Room change request forms are available through the Resident Coordinator. All room and roommate changes must be approved by the Resident Coordinator before any change can occur.

q. **Room Keys**

Upon arrival at Queens, each student is issued an individual key to his or her residence hall room. If a student loses the key, he or she may request a replacement key through the Resident Coordinator. The cost for a replacement key is $10. Similarly, any student failing to return the key upon check-out will automatically be charged $10. If a student loses the key and his or her Queens identification, the room will have to be rekeyed at the cost of $30.

Queens College keys are for use by students only and are not to be duplicated under any circumstances.

r. **Sunbathing**

A patio in Harris Hall and a concourse by Long Hall provide areas for sunbathing. All sunbathing apparel is restricted to these areas on the back campus.

s. **Telephones and Cable Television**

Telephone jacks and cablevision hook-ups are available in residence hall rooms. The college is not involved with these services; students must deal directly with the company providing the service.

These utility companies will bill only one individual for each room. Students assume full financial responsibility when they have telephones or cablevision connected in their names.

t. **Visitation**

Visitors of the opposite sex are allowed in the residence halls on Friday and Saturday between the hours of 12 noon and 1:30 a.m., and Sunday through Thursday between 12 noon and 12:00 a.m. The Queens student who is acting as the host or hostess must sign in all visitors (including family members) on the sheet located on the desk in the residence hall lobby.

Seniors in Long Hall may have guests of the opposite sex in their rooms between the hours of 6 a.m. and 12:00 a.m. Sunday through Thursday, and from 6 a.m. until 1:30 a.m. on Friday and Saturday. Guests must be accompanied by a Queens student at all times.

Albright Residence Hall will be coeducational this year with men living on the first floor and women living on the second and third floors. Residents of Albright may have members of the opposite sex in their rooms between the hours of 10:00 a.m. and 12:00 a.m. Sunday through Thursday and from 10:00 a.m. until 1:30 a.m. on Friday and Saturday.

ACADEMIC PROGRAM

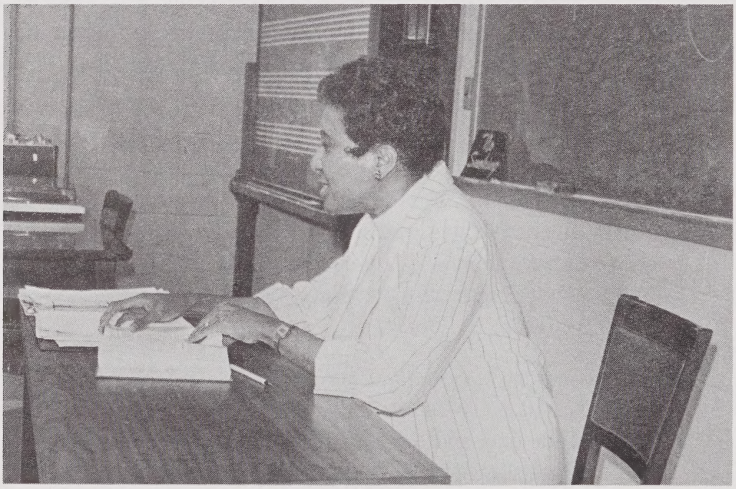
A. ACADEMIC PROCEDURES

1. Academic Advising

Every degree candidate at Queens is assigned a faculty advisor. Advisors are usually assigned according to the student's academic interest and may be changed as a student's plans solidify or interests change.

Prior to registration for each term, students meet individually with their faculty advisors to discuss course offerings, to plan internships and/or honors projects, and to arrange course schedules.

There is a Coordinator of Student Academic Development (201C Burwell Hall) who serves on the staff of the Vice President for Academic Affairs. The coordinator is available to meet with students at any time in order to answer questions about their academic work.



2. Academic Honors

When a student has been named to the Dean's List or has won some other academic honor, the Vice President for Academic Affairs notifies the student and parents or guardians (hereafter referred to as parents) by letter.

3. **Academic Probation**

If a student earns a grade-point average (GPA) below the minimum specified for his or her class standing, he or she is placed on academic probation for the next semester. During this term, the student must meet specific academic stipulations in order to continue at Queens College.

If the probationary stipulations are not met, the student is ineligible to continue academic work at Queens. It is necessary, therefore, to have two consecutive terms of academic difficulty to be dismissed.

Stipulations for academic probation are described in the college catalog.

All cases of academic probation and academic ineligibility to return to Queens College are decisions of the Student Qualifications Committee. Such decisions are communicated by the Vice President for Academic Affairs who sends a letter to the student with a copy to the parents.

4. **Class Attendance Policy**

As a general policy, students are expected to attend all class sessions. Specific attendance policies are set for each course by the individual faculty member and should be printed in the syllabus or announced at the beginning of the term. It is the student's responsibility to know the attendance policy in a particular course. It is the faculty member's right to lower a student's grade for excessive or unexcused absences.

It is a violation of the Honor Code for a student to be untruthful about class attendance.

The Office of Academic Affairs, the Office of Student Development, and the Student Health Center cannot officially excuse a student for a class absence. Those offices will, however, notify faculty members upon request when illness or grave circumstances beyond the student's control affects class attendance.

5. **Final Grades**

Final grades are sent out from the Registrar's Office to the students at their home addresses. Although the grades are not mailed directly to parents, it is anticipated that the information will be shared. If students would like their parents to receive a copy of their grades, they must submit a request in writing to the Registrar's Office.

6. Midterm Grade Warnings

When a student is having difficulty in a course (making a D or an F) at midterm, the instructor sends a midterm grade report to the Vice President for Academic Affairs. In turn, the Vice President sends a warning letter to the student with a copy to the parents. Students who are doing satisfactory work (C or better) at midterm are not sent grade reports.

It is important to note that midterm reports are merely warning signals and do not become part of a student's permanent record or in any way affect a student's academic standing. It is still quite possible for a student to improve his or her grade to a satisfactory level during the second half of the term.

B. ACCESS TO RECORDS

Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate and to challenge specific parts of them when they feel it necessary to do so.

1. Responsibilities of the College

It is the responsibility of the faculty to turn in a grade sheet for each course taught and to do so within the time set by the Registrar. It is the responsibility of the Registrar's Office to compile and retain these records on a student-by-student basis and to make sure such information is available in accordance with federal and state laws and with existing college policies. Note: Such materials as grade sheets are considered by the college to be confidential. Work-study students may be exposed to such material, but are bound by the Honor Code to keep such information in strictest confidence. If a breach of confidentiality occurs, it is considered an honor violation and will be referred to the Campus Judicial Board for action.

2. Public Records

The following information concerning individual students is considered Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, and religious affiliation. This

information may be released or published without the student's consent. However, students who do not wish this information, or any part of it, to be released or made public may inform the Registrar's Office, in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

Requests for student data from agencies such as HEW, OEO, and research agencies may be honored in anonymous form without prior approval from the student.

3. **Confidential Records**

All personally identifiable materials on particular students that are used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, are considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work. If work-study students are exposed to such material and release such information without permission, a breach of confidentiality has occurred. This is deemed an honor violation and will be referred to the Campus Judicial Board for action.

4. **Official Records**

Each enrolled or former student of Queens College has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: All files on individual students are destroyed five years after the student leaves the college. Only the transcript is kept indefinitely.)

Official records are released only with the written permission of the student.

Access by the student to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's Office.

The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

Official records include materials on students relating to their status as students that are held by any office of the college and intended for the use of the college or available to parties outside the college.

A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.
Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

C. ACADEMIC GRIEVANCES

The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances. A student may challenge only the factual and objective elements of the content of student records (discrepancies in computation and transcription of grades), but not the qualitative and subjective elements of grading.

1. A student should initiate the challenge process within six months after the end of the term (last day of exams) in which the disputed record entry occurs by consulting with the faculty member concerned in the hope that satisfactory agreement may be reached.

2. If a satisfactory agreement is not reached, the student should consult with the chairman of the division in which the record dispute has occurred.

3. If a satisfactory agreement is still not reached, the student should consult

the Vice President for Academic Affairs.

4. If no agreement is reached, the student should send a written request for a formal hearing to the Vice President for Academic Affairs who will convene a committee consisting of one administrator appointed by the Vice President for Academic Affairs, one faculty member appointed by the chairman of the Faculty Advisory Committee (FAC), and one student appointed by the Vice President for Academic Affairs to hear the complaint.

    a. The formal hearing shall be held within three calendar weeks of the date of the written request.

    b. The formal hearing shall allow full opportunity for the presentation of evidence relative to the matter in dispute.

    c. The hearing committee shall render a decision, in writing, within one week of the conclusion of the hearing.

    d. The decision of the committee is final.

COLLEGE SERVICES AND RESOURCES

The college is actually a small community with many of the resources and services of a hometown. Following is a description of the major services Queens College provides:

A. **Banking Services**

Local Banks: Queens College encourages its students to establish a local bank and checking account in order to establish local credit and to learn financial responsibility. Charlotte residents enjoy all of the benefits of living in the largest financial center between New York and Dallas. High quality banking is within easy proximity. NCNB, First Union and Wachovia representatives come to the Queens campus during orientation week to describe their services and to open accounts for students. All have numerous branches throughout Charlotte and the state of North Carolina — including branches within a few blocks of the campus.

Student Bank: Located on the first floor of Jernigan, the Student Bank is open for the students to cash checks, Monday through Friday, 3:00-5:00 p.m., during the academic year. During summer school and when school is not in session, the bank is open on an abbreviated schedule each day. The bank is closed during college holidays.

Students may cash personal checks, payroll checks, money orders or checks made payable to them by their parents, spouse or other Queens College students, not to exceed $200 per check. Larger checks may be cashed by giving a one-day notice to the cashier.

Students who cash checks that are returned to the Student Bank for insufficient funds or any other reason will have their check-cashing privileges suspended for a minimum of one month's time and until the check is paid in full. The cashier reserves the right to refuse to cash any check.

Please note that students must present a valid Queens College I.D. when cashing a check at the Student Bank.

B. Bookstore

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. In addition, there are health and beauty supplies, posters, cards and stationery, snacks, beverages, and Queens t-shirts and sweatshirts.

C. Career Development Center

Career development at Queens is a four-year process. There is a central office for career planning (located in the Harris House) which provides comprehensive career counseling and employment assistance. Vocational testing, individual and group counseling, topical workshops and seminars, and a career resource library are among the services provided.

Internships: The college has an extensive internship program and can suggest intern sites for almost every academic discipline. Prior to beginning a college sponsored internship, students must have an approved resume on file in the Center for Career Development and have satisfactorily completed an interviewing workshop. Students are also required to attend internship orientation seminars conducted by the career development staff.

Part Time and Summer Jobs: Many students hold part time and summer jobs in the Charlotte community. The Career Development Center maintains a current listing of job openings and serves as a clearinghouse for students seeking employment.

On-Campus Recruitment: Employment recruiters and counselors from graduate schools are invited to come on campus. Students are notified of recruiting opportunities, and interviews are arranged during on-campus visits. To be eligible to participate in these on-campus placement services students must have completed certain workshops, including, but not limited to, resume writing and interviewing skills.

Graduate Schools: As a part of its academic mission, Queens strongly encourages students to pursue additional educational opportunities and has established a Graduate School and Fellowships Network of certain faculty members and Career Development Center personnel. This network is designed to provide Queens' many advanced degree candidates with information about specific graduate degrees, programs, and specialties.

D. Computer Center

The Dickson Microcomputer Center is located in Room 10 of the Walker

Science Building and is open to students for academic and personal use during the academic year. This Center houses 20 personal computers, 10 printers and a letter-quality printer. Personal computers and printers also are available to students in each of the residence halls and in the Media Center in Everett Library.

Software packages may be checked out by students with valid student identification. Students and staff are available in the computer center to offer assistance and answer questions.

The VAX Computer Center is located in Room 14 of the Walker Science Building and is open on a walk-in basis to students who have established a VAX account. There are eight terminals hooked up to the VAX system.

E. Counseling Services

Queens has two professional counselors on staff who are available to students for personal counseling. Their office is located in the Health Center and appointments may be made by calling 337-2220. All counseling services on campus are free and confidential.

Many other trained counselors are available on the Queens staff. Student Development staff members, including Resident Coordinators and student Resident Assistants, are trained for counseling and helping with referrals. Counseling support services at Queens and in Charlotte are listed in the Resource Directory in the appendix.

Off-Campus Services: Referrals to off-campus psychologists and psychiatrists may be made when necessary. The cost of all off-campus therapy is the responsibility of the individual student.

If a student demonstrates that he or she is potentially harmful to himself/herself or to others, steps will be taken to intervene and a decision will be made by a review committee of staff and administrators regarding continuation of enrollment.

F. Emergency Loan Fund

A short-term emergency loan fund is available for distribution to students by the Office of Student Development, 203 Jernigan. These interest-free loans, which usually range between $25 and $150, are made to students who first have exhausted all other forms of financial assistance. A loan must be repaid three weeks before the end of the term, or the amount will be charged to the student's account. He or she will not be allowed to register for another term until the loan has been repaid.

G. Financial Aid

Queens provides several types of financial aid through federal, state and private sources. Students who are interested in investigating sources of financial aid should make an appointment with the financial aid officer, 102 Burwell.

Since most funds are awarded to students on the basis of financial need, students (and their parents) are required to submit detailed financial information before their eligibility can be determined. Students must be enrolled at least half-time in order to apply for aid. Applications and financial data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds. Students must reapply for aid annually and must show continued satisfactory academic progress in order to continue to receive financial aid.

H. Food Services

The Morrison Dining Hall is operated for the college by the Marriott Corporation. All meals are served cafeteria style except once a month when the Wednesday evening meal is served as a seated, family-style dinner. Sponsored by the Cultural Events Committee, the seated meal is a time for programs of community interest and entertainment.

Meal Plan: All resident students are required to purchase a meal plan in the college dining room. Types and costs of available meal plans are outlined in both the college catalog and the tuition/fees brochure prepared by the Business Office.

At registration each term, students select and pay for the plan they wish. The choice of meal plans can be made only at the beginning of a term.

Special Dietary Needs: Students who have special dietary needs are encouraged to meet individually with the Food Service Director. The director will make every attempt to accommodate students who present statements from physicians outlining dietary restrictions or requirements.

The Food Service Director actively seeks student suggestions and recommendations on the food service. There is a Food Committee, made up of students, which serves as the primary liaison between the student body and food service staff.

Lion's Den: The Lion's Den, located on the first floor of Jernigan, is a fast-food-styled eating and entertainment area where students can get something to eat if they are looking for a quick meal, a change from the Dining Hall, or an evening of entertainment. The College Union holds its film series in the Lion's Den, and other forms of entertainment such as bands and comedians are also scheduled there.

All-in-One Card: The All-in-One Card is the new meal card that students use for access to the Dining Hall. Additional dollars may be added to the All-in-One Card account for purchases in the Lion's Den and the Bookstore. This card also serves as the student's Queens College identification card. For more information, please read the following section.

I. Identification and Meal Cards

Students are issued identification cards at their initial enrollment at Queens. The ID, called the All-In-One-Card, is issued by the Marriott Corporation and serves as both a meal card and an identification card.

The ID card is a student's official college identification and should be carried at all times. The card should be presented upon request of any college official.

Loss of an ID card should be promptly reported to the Food Service Manager. Replacement cards are issued for $15.00. The student will be responsible for any charges against his or her account until proper notification has been made.

Student identification cards and card access system cards are non-transferable. Misuse of any form of student identification will be subject to penalty.

J. Insurance

The college requires accident insurance of each full time student, and the cost of the premium is included in tuition and fee charges.

A health insurance plan which covers specified visits to the physicians' offices, basic care through the medical clinic used by the college, and limited prescription drugs is available through the college. It is optional for American citizens and required of international resident students. Information regarding this plan is mailed to each student by the college Business Office. It is the student's responsibility to know what services are covered and to file insurance claims.

College insurance provides protection for college property. It does not include the personal property of students or others. Students and their parents should review their insurance plans to be sure that coverage is extended to include personal belongings.

K. Library

Everett Library houses a collection of more than 113,000 books and bound periodicals, approximately 550 current periodicals and newspapers, over 3000 reels of microfilm, and approximately 25,000 U.S. government documents. Two photocopiers, two microform reader/printers, and several microfilm and microfiche readers are available for student use.

Check Out Materials: Each student must sign a registration card in order to check out materials, and the person who checks out the materials is responsible for returning them to the library. Fines on overdue materials are $.25 per day, per item.

Reserve Materials: Many professors place reading materials on reserve in Everett Library as a required assignment. In order to use reserve materials a student must leave his or her ID or driver's license at the desk. No reserved materials may leave the building.

Special Services: The Media Center is located on the basement level of Everett Library and houses audio-visual equipment, production equipment, four computer terminals, and six personal computers.

The library also houses a Curriculum Lab, a Special Collections Room, and an Archives Collection.

The library staff is always available to help you use the collections. Please do not hesitate to ask for assistance.

An introduction to Everett Library will be provided for freshmen and transfers during Orientation Week, and library instruction sessions are included in many classes. In-depth library instruction is available for both classes and individuals upon request. For this service, contact the Public Services Librarian.

Schedule Changes for Library Hours: Schedules for vacation periods, summer, and January term will be reduced, and those for exam periods will be extended. Such changes will be posted on the front doors of the library. If you have any questions or comments, please see a member of the library staff.

Smoking, food, and drink are not allowed in the building.

L. Medical Services

The Irwin-McKay Health Center is open daily 7 a.m. to 7 p.m., Monday through Thursday, and 7 a.m. to 3 p.m. on Fridays. A registered nurse is on staff to care for the routine medical needs of students, and a physician is on campus weekly to see students referred by the college nurse.

The college maintains a professional relationship with the Nalle Clinic. Physicians from the clinic supervise the campus health center and the nurses employed there. Physicians are available around-the-clock to assist in the triage and care of any students who require medical care.

NalleCare, an urgent care facility operated by the Nalle Clinic, is used to treat any patients during its scheduled hours (8:30 a.m. until 9:00 p.m., seven days per week) based on the recommendation of the medical supervisor or the physician on call. NalleCare is located a few blocks off campus and is in easy walking distance for students.

The campus is within a few miles of two major hospitals. Any student who requires hospitalization will be admitted to the service of the Nalle Clinic physician who supervises the campus health center or to the physician on call.

On-Campus Services: All full time students who pay the comprehensive fee receive service in the Health Center and are charged only for special supplies,

equipment or required lab work. Part time students, as well as faculty and staff who utilize the Health Center, will be charged on a fee-for-service basis.

Students are encouraged to make appointments whenever possible prior to visiting the Health Center. Students with appointments will be seen prior to those who walk in without an appointment, except in emergency situations.

Based on the nurse's evaluation of student's needs, the student may be:

- treated for routine medical care by the college nurse
- referred to the campus physician during his/her next on-campus hours
- referred to the campus physician for treatment in his/her private practice at Nalle Clinic
- referred to NalleCare
- referred to the hospital

Off-Campus Services: A student who needs specialized medical treatment will be referred to a local physician. The costs of treatments and prescriptions are the student's responsibility. Ordinarily parental consent will be sought before a student undertakes any major treatment. A Health Center nurse will help students make appointments with local physicians or dentists. Students must provide their own transportation to the doctor's office.

Hospital or emergency room charges are billed to the student at his/her college address. It is the student's responsibility to cover any off-campus medical charges and to file all insurance claims directly with the insurance company.

Health Form: All resident students must have a health form on file. All commuters who plan to use the health services must also have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file.

Immunization: North Carolina state law requires that any student who does not present physician-validated immunization information must be immunized during the initial 30 days of the semester. Non-compliance requires dismissal from the college.

M. Post Office

The Queens College Post Office is located on the first floor of the Stultz Building. The Post Office offers all regular postal services with the exception of money orders and outgoing C.O.D. mail.

All students are assigned a post office box. New students receive notification of their post office box number and combination in the fall and will retain the same number each year.

N. Public Safety

Located on the first floor of the Stultz Building, the Public Safety Department was established to maintain a safe environment for the college community through police, security, safety, and traffic services. North Carolina certified police officers patrol the campus 24 hours a day and are on duty all year (including holidays). The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety.

Escort Service: Persons may call extension 306 or come by the Public Safety Department to request an escort either to or from the parking lots, residence halls, or academic buildings. This service is available 24 hours a day.

Emergency Telephones: Telephones are located in each of the parking areas on campus in the yellow boxes marked "phone." These should be used by persons who need to request assistance from the Public Safety Department.

O. Student Center

Blair Student Center is located behind Burwell Hall and is available to students 24 hours a day as a place to relax, unwind, or study. The center is equipped with a VCR and widescreen television, a stereo system, a pool table and a ping-pong table. Blair also houses a vending machine and microwave for students interested in a study break or snack.

Students gain access to Blair with their residence hall access card or assistance from the Public Safety Department.

RELIGIOUS LIFE

Queens College has close ties to the Presbyterian Church and takes seriously its mission to provide a climate conducive to the growth and nourishment of lasting religious values. Students are given the opportunity to develop or strengthen their own religious beliefs by participating in student fellowship groups, in activities sponsored by student religious organizations, and in monthly campus chapel services.

Belk Chapel on the college campus is open to students at all times. There is a chaplain on the college staff and chapel services are held on special weekends during the school year.

Queens encourages its students to attend places of worship in Charlotte, many of which actively seek participation by college students. Listed below are the closest places of worship for various denominations — many are located within walking distance of Queens.

Baptist
Myers Park Baptist
1900 Queens Road
334-7232

Catholic
St. Patrick's Cathedral
1621 Dilworth Road, East
334-2283

Church of Christ
Church of Christ
4900 Providence Road
364-0748

Episcopal
Christ Church
1412 Providence Road
333-0378

Greek Orthodox
Greek Orthodox Cathedral
600 East Boulevard
334-4771

Jewish
Temple Beth El
1727 Providence Road
366-1948

Lutheran
St. Mark's Lutheran
1001 Queens Road
375-9185

Methodist
Myers Park United Methodist
1020 Providence Road
376-8584

Moravian
Little Church on the Lane
528 Moravian Lane
333-4744

Presbyterian
Myers Park Presbyterian
2501 Oxford Place
376-3695

Society of Friends (Quaker)
Charlotte Friends Meeting
2327 Remount Road
399-8465/535-2625

ATHLETICS

Queens College is a member of the NCAA Division II and offers intercollegiate competition in eight sports. Women's teams compete in volleyball, soccer, basketball, and tennis. The men compete in basketball and tennis in addition to soccer and golf, which have been added to the sports program for the 1990-91 school year.

All eight sports will have "try-outs," and anyone wanting to participate is encouraged to contact the athletic department as soon as possible when the school year begins.

Entrance to all home contests is free for students with a Queens I.D.

An expanded intramural program continues this fall. Volleyball, basketball, tennis, weight-lifting, flag football, and more are scheduled. Contact the Intramural Director in Ovens Gymnasium for more information.

Club sport opportunities exist for groups of students interested in sports that are not offered on an intercollegiate level. Contact the athletic department for more information.

Ovens Gymnasium is the home of the Queens Royals teams. This building underwent extensive renovations in the summer of 1990. It includes a gym, a dance studio, weight room, and swimming pool. In addition there are six tennis courts, three of which are lighted. The Physical Education Department makes all facilities available on a regular basis through recreation nights and free swims.

Physical Education Department Staff:

Athletic Director and Men's Basketball Coach — Mr. Dale Layer
Women's Tennis Coach — Ms. Phyllis Pharr
Women's Volleyball Coach — Ms. Chrys Baker
Men's Tennis Coach — Mr. Charles Gordon
Men's and Women's Soccer Coach — Mr. Fred Norchi
Women's Basketball Coach — Ms. Cheryl Fielitz
Men's Golf Coach — Mr. Sims Reeves

STUDENT ACTIVITIES

Approximately once a month the college community pauses to celebrate an event or tradition. These are important occasions — many were handed down by generations of Queens students.

A. ANNUAL EVENTS

Welcome-Back Party — August 31
Queens begins each semester with a lively band party held in the dorm quadrangle.

Senior Recognition Convocation — September 11
Each fall the college community gathers to honor the senior class. This is the first academic procession of the year and the speaker is chosen by the seniors.

Octoberfest — October 5-7
This is a German tradition celebrated on the Queens campus with fun, food, and music!

Parents' Weekend — October 26-28
Parents, guardians and relatives of all Queens students are invited to visit the campus, to meet with faculty and staff members, and to enjoy autumn in North Carolina.

Casino Party Weekend — November 30-December 2
This weekend includes bands, holiday festivities, and a formal casino party in Morrison Dining Hall.

Boar's Head Banquet — December 2
In the English tradition of Queens College at Oxford University, a boar's head ceremony and banquet is held during the Christmas season.

Moravian Lovefeast and Christmas Tree Lighting — December 9
The Religious Life Committee of Queens sponsors a Moravian "Feast of Love" each year as part of a North Carolina celebration of Christmas. Following the Lovefeast comes the lighting of the Queens Christmas Tree.

Yule Log Ceremony — December 12
Queens borrows this celebration from the ancient British tradition to herald

the Christmas season and wish for a year of good luck! It's an evening of seasonal food, drink and carol singing.

Welcome-Back Party — February 1
This is the official, fun beginning of Spring Term.

Mardi Gras Festival — February 9-10
This festival is in keeping with the tradition of New Orleans and the celebration of Lent — get ready for a costume extravaganza!

Honors Convocation — February 12
The Honors Convocation is held at the beginning of the Spring Term to recognize those students who earned academic honors the previous term.

International Symposium — April 11
This international event is held on campus for the Queens community and the public with well-known international and national guest speakers.

Awards Convocation — April 30
A special convocation is held in the spring to present awards to students for their outstanding contributions or achievements.

May Day Weekend — May 2-5
May Day is celebrated each spring with a weekend of social activities. Class representatives are elected to the Court and a May Queen (senior) is announced at a morning presentation. The weekend is highlighted by several concerts and a formal dance.

Baccalaureate — May 17
This worship service for graduating seniors is held each year during the graduation weekend. Families and friends are invited to attend.

Commencement — May 18
Degrees are conferred in a ceremony which marks the climax of a student's college career.

B. STUDENT GOVERNMENT ASSOCIATION

"The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of student rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The Association shall

provide channels for the development of legislation, justice, programming, and publications among the students in the Queens College of Arts and Sciences." - from the *Student Government Association Constitution and By-Laws*, Article II.

Senate — Responsible for handling the legislative concerns and interests of the student body.

President — Tracy Price
Vice President — Jay McBride
Treasurer — Anne Irwin
Secretary — Greg Waldrop
Senior Class President — Amy Lohr
Junior Class President — Connie Weber
Sophomore Class President — Kathryn Winsman
Freshman Class President — to be elected in the fall
Dormitory Senators — to be elected in the fall
EPCC Senator — to be appointed in the fall
Day Student Senator — to be elected in the fall
New Dimensions Senator — to be elected in the fall

Honor Council — Responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge.

President — Crystal Ahrens
Vice President — Staci Benson
Secretary — Duffy Lewis
Senior Class Representative — Michelle McIntire
Junior Class Representatives — Tovi Fitch, Tammy Hale
Sophomore Class Representatives — Anne Williams, Karen Wojtowicz

Campus Judicial Board — Responsible for investigating and acting on any alleged violations of the Honor Code's community pledge.

President — Amy Lohr
Vice President — to be elected in the fall
Secretary — to be elected in the fall
Representative(s) from each residence hall — to be elected in the fall.

College Union Board — Responsible for enhancing Queens community life through planning cultural, social, religious, and recreational events and activities.

President — Amy Tate
Vice President — Sandra Lane
Secretary — Laurie Richardson
Treasurer — Amy Fisher

Committee Chairpersons:

Cultural Events Committee — Tina Lindh
Film Committee — Kenny Dadisman
Food Service Committee — Matt Pugmire
Holiday Committee — Dawn Carfagna
May Day Committee — Susan Wynegar
Publicity Committee —Amy Lim
Religious Life Committee — Leslie Owen
Social Activities Committee — Michelle Maples

Publications Board — Responsible for promoting professionalism and interest in student publications.

Arete (yearbook) — Christy Vance, editor
Current (newspaper) — Andrea Benfield, Cara Smith, editors
Signet (literary magazine) — Adrienne McCormick, editor

C. CLUBS AND ORGANIZATIONS

The following clubs and organizations are open to all members of Queens College and are recognized by the Student Government Association.

Admissions Core — Crystal Ahrens, president
Amnesty International — April Parker, president
Art Club — Melissa Black, president
Communications Club — Connie Weber, president
Drama Club — Professor Jane Hadley, advisor
English Club — to be elected in the fall
History Club — Lancey Boros, president
International Club — Christy Vance, president
Justinian Society (pre-law) — Staci Benson, president
Math & Computer Science Club — to be elected in the fall
North Carolina Student Legislature — Lisa Hiser, president
O.A.S.I.S. — Valerie Elder, president
Psychology Club — to be elected in the fall
Queens College Dance — selections to be made in the fall
Queens College Concert Choir — Professor Constance Bray, advisor
Students for Black Awareness — Michelle Roseman, president

D. SORORITIES AND FRATERNITIES

There are four national sorority chapters on the Queens College campus and one national fraternity colonization. Greek (sorority and fraternity) activities are overseen by the InterGreek Council; the Interfraternity Council and Panhellenic Council formulate and administer rush rules.

Alpha Delta Pi — Lisa Bynum, president
Chi Omega — Jennifer Garner, president
Kappa Delta — Jennifer Wood, president
Phi Mu — Kim Matthews, president
Pi Kappa Phi — Scott Handback, president

InterGreek Council — Scott Handback, president
Interfraternity Council — Derek Painter, president
Panhellenic Council — Tricia Ammar, president

E. HONORARY ORGANIZATIONS

The following organizations select their membership from students who have demonstrated keen interest and exceptional ability in specific academic areas:

Sigma Upsilon — Dr. Paul Newman, advisor
Sigma Upsilon is an honorary fraternity for writers founded in 1906. The Cakes and Ale Chapter at Queens was established in May, 1951. Membership is based on creative literary ability, interest and active participation.

Beta Beta Beta — Mary Fisher, president
The Tau Tau Chapter of the Beta Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The chapter is affiliated with the North Carolina Academy of Sciences. Eligibility for membership is based on academic achievement.

Delta Omicron — Jacqui Davis, president
Omicron Lambda chapter of Delta Omicron, an international music fraternity, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music, to music faculty, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

Phi Alpha Theta — president to be elected in the fall
The Alpha Gamma Kappa chapter of Phi Alpha Theta, an international honor society in history, recognizes excellence in the study of history. A member of the Association of College Honor Societies, the society promotes history through the encouragement of research and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together intellectually and socially. Eligibility is based on academic achievement.

Queens College Honor Society of Nursing — Dr. Carolyn Jones, advisor
QCHSN recognizes students who have demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of nursing. Candidates may be selected from students enrolled in the nursing program, nursing alumni of Queens College, and community nurse leaders who have a minimum of a baccalaureate degree.

The college gives recognition to outstanding students by naming them into the following organizations:

Mortar Board — president to be elected in the fall
Mortar Board is a national honor society. Ours, the 200th chapter, recognizes those students at Queens who have demonstrated not only outstanding scholarship, but who have made significant contributions as leaders.

Sophomore Honorary Society — Jay McBride, president
Sophomore Honorary Society (formerly Valkyrie) is an honorary organization that was established at Queens in 1937 and includes students selected from the sophomore class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshman year at Queens.

F. HONORS AND AWARDS

Dean's List — Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work for the term are named to the Dean's List. Students with incompletes in courses are not considered.

Marshals — The marshals are students who have taken a specified number of courses at Queens and have achieved the highest cumulative average in the rising senior, junior, and sophomore classes. Two marshals will be chosen from both the rising sophomore and junior classes. Three marshals will be chosen from the rising senior class, and the one with the highest class rank will be designated Chief Marshal. The marshals serve as ushers for official college events, which include academic processions.

Who's Who Among Students in American Universities and Colleges — Who's Who recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future usefulness.

Algernon Sydney Sullivan Awards — Queens is one of the few colleges that has the privilege of presenting two Sullivan Awards each year - one to a graduating senior and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders "that the noblest human qualities are those characteristics of heart, mind, and conduct which evince a love for helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self interest and spend themselves in the interest of mankind."

In addition to the awards listed above, there are numerous departmental awards given each spring at the Awards Convocation.

August

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	—LEADERSHIP RETREAT— 23	24	New Students Arrive 25
Upperclassmen Arrive New Student Testing & Orientation 26	Orientation Continues 27	REGISTRATION 9-11:45/New Students 1:15-5/Returning Students 28	Orientation Continues FALL FEST 29	Classes Begin 30	Welcome Back Party 31	

September

Women's Soccer vs. Lynchburg 2:00 pm						Women's Soccer vs. Erskine 2:00 pm 1
Men's Soccer vs. Atlantic Christian 2:00 pm 2	LABOR DAY 3	Volleyball vs. Belmont-Abbey 6:30 pm 4	Last Day to Drop/Add Club Sign-Up 10-2 BSU Welcome Back Party 6:30, Blair 5	6	7	8
Men's Soccer vs. Francis Marion 3:00 pm 9	10	Senior Recognition Convocation 11	Women's Soccer vs. Gardner-Webb 4:00 pm 12	SORORITY RUSH Men's Soccer vs. Gardner-Webb 4:00 pm 13	SORORITY RUSH 14	SORORITY RUSH 15
SORORITY RUSH 16	Sign-up for **Phase 3 Elections** 17	18	**Rosh Hashana** **Begins at Sundown** 19	20	21	**Charlotte Symphony** **Dana Auditorium** 22
23/30	24	FRATERNITY RUSH BEGINS 25	Candidates Forum 26	Volleyball vs. Gardner-Webb 6:30 pm Phase 3 Elections 27	**Yom Kippur** Begins at Sundown 28	Mens's/Women's Soccer vs. Coker 2:00 (men), 4:00 (women) 29

October

HEALTH AWARENESS MONTH	Volleyball vs. Columbia 6:30 pm 1	Health Fair 2	3	4	OCTOBERFEST 5	OCTOBERFEST FRATERNITY RUSH ENDS 6
OCTOBERFEST Women's Soccer vs. Maryville 2:00 pm 7	Board of Trustees Meeting 8	Volleyball vs. Salem 6:30 pm Board of Trustees Meeting 9	10	11	FALL BREAK 12	Men's Soccer vs. Mt. Olive 2:00 pm 13
Women's Soccer vs. Hollins 2:00 pm 14	Alcohol Awareness Week 15	Volleyball vs. Wofford 6:30 pm 16	Learning Society Presents Carl Sagan Midterm Grades Due 17	18	OASIS Candlelight March and Sleep Out 19	Admissions Open House OASIS Benefit Concert 20
Women's Soccer vs. Limestone 2:00 pm OASIS Clothing & Food Drive Begins 21	Volleyball vs. Wingate 6:30 pm 22	Volleyball vs. Pfeiffer 6:30 pm 23	Last Day to Withdraw Women's Soccer vs. Davidson 4:00 pm 24	Men's Soccer vs. Mars Hill 4:00 pm OASIS Clothing & Food Drive Ends 25	PARENTS WEEKEND 26	PARENTS WEEKEND Charlotte Symphony Dana Auditorium 27
PARENTS WEEKEND Women's Soccer vs. Catawba 2:00 pm 28	Academic Advisement Begins Jan. Term/Term II 10/29-11/19 Men's Soccer vs. Wingate 3:00 pm 29	30	HALLOWEEN PARTY 31			

November

				1	Men's Soccer vs. Wofford 3:00 pm 2	Volleyball vs. Coastal Carolina 1:00 pm OASIS Convention 3
4	5	ELECTION DAY 6	7	8	Last Day of Academic Advisement Jan. Term/Term II 9	10
Admissions Open House 11	Admissions Open House Advanced Registration 12	Advanced Registration 13	Advanced Registration 14	15	THANKSGIVING BREAK BEGINS 5pm 7-9:00 pm 16	—Women's Basketball Tournament— 2-4:00 pm 17
18	19	20	21	**Thanksgiving Day** 22	23	24
Residence Halls Open 9:00 am 25	Classes Resume 26	27	Men's Basketball vs. St. Andrews 7:30 pm 28	29	Christmas Tree Trim 30	

—QUEENS COLLEGE THEATRE—FALL PRODUCTION—

December

30	31					CASINO PARTY 1
BOAR'S HEAD 2	Women's Basketball vs. Atlantic Christian 5:30 pm 3	4	Women's Basketball vs. Wofford, 5:30 pm Men's Basketball vs. Pfeiffer 7:30 pm 5	6	7	Women's Basketball vs. Erskine, 5:30 pm Men"s Basketball vs. Belmont-Abbey, 7:30pm CHRISTMAS at QUEENS 8
Lovefeast Christmas Tree Lighting 9	Women's Basketball vs. Coker 7:00 pm 10	Classes End OASIS Christmas Party/Alexander Children's Home **Hannukah** Begins at Sundown 11	Reading Day Midnight Breakfast Yule Log Ceremony 12	EXAMS BEGIN 13	14	Men's Basketball vs. Averett 7:30 pm 15
16	17	EXAMS END 18	19	20	21	22
23	24	**Christmas Day** 25	26	27	28	29

January

		New Year's Day 1	Residence Halls Open 9:00 am Study Tours Depart 2	REGISTRATION Classes Begin Study Tours Depart 3	—Men's Basketball Marriott Classic— Time TBA 4	Women's Basketball vs. Converse, 3:00 pm 5
6	7	Women's Basketball vs. Florida Southern TBA 8	9	Men's Basketball vs. Wofford 7:30 pm 10	11	12
13	Women's Basketball vs. Pfeiffer TBA 14	15	16	17	18	Women's Basketball vs. Longwood 3:00 pm 19
20	**Martin Luther King, Jr. Day** Board of Trustees Meeting 21	22	Charlotte Businesswoman of the Year Luncheon Study Tours Return 23	Women's Basketball vs. St. Andrews/TBA Men's Basketball 7:30 pm Study Tours Return 24	Classes End 25	Men's Basketball vs. Erskine 7:30 pm 26
27	28	REGISTRATION 9:00-5:00 29	Classes Begin 30	31		

February

				BLACK HISTORY MONTH 1		Men's Basketball vs. Longwood 7:30 pm 2
3	4	Last Day to Drop/Add 5	6	7	8	Men's Basketball vs. Piedmont, 2:00 pm Admissions Open House —MARDI GRAS— 9
—WEEKEND— 10	Women's Basketball vs. Lenoir-Rhyne TBA 11	Honors Convocation 12	Women's Basketball vs. Averette 7:00 pm 13	**Valentine's Day** 14	15	16
17	18	Women's Basketball vs. Limestone 5:30 pm 19	20	21	22	Men's Basketball vs. UNC-Greensboro 7:30 pm Charlotte Symphony Dana Auditorium 23
24	25	26	27	Presidential Scholarship Competition 28		

March

Easter 31				WOMEN'S HISTORY MONTH	Presidential Scholarship Competition 1	Charlotte Symphony Dana Auditorium 2
3	4	Learning Society Presents William Raspberry 5	6	7	8	9
10	11	12	13	Mecklenburg Scholarship Interviews 14	Mecklenburg Scholarship Interviews 15	Charlotte Symphony Dana Auditorium 16
St. Patrick's Day 17	18	19	Midterm Grades Due 20	21	SPRING BREAK 22	Charlotte Symphony Dana Auditorium 23
24	25	26	27	28	**Passover** Begins at Sundown 29	30

April

	Residence Halls Open 9:00 am 1	Classes Resume Academic Advisement Begins Summer Term & Term I 4/2-4/12 2	3	4	Last Day to Withdraw 5	6
7	Board of Trustees Meeting 8	Board of Trustees Meeting 9	10	International Symposium 11	Last Day of Academic Advisement Summer Term & Term I —QUEENS COLLEGE THEATRE SPRING PRODUCTION— 12	13
Admissions Open House 14	Advanced Open House 15	Advanced Registration 16	Last Day of Advanced Registration 17	OASIS Spring Party for Alexander Children's Home 18	19	20
21	22	23	24	25	—HOMECOMING WEEKEND— 26	OASIS Conference 27
—HOMECOMING— 28	29	Awards Convocation 30				

May

			1	**MAY DAY** 2	**MAY DAY** 3	**MAY DAY** 4
MAY DAY 5	6	7	8	Classes End 9	Reading Day Midnight Breakfast 10	EXAMS BEGIN 11
Mother's Day 12	13	14	15	EXAMS END 16	BACCALAUREATE 4:00 pm 17	GRADUATION 10:00 am 18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1990-91 COLLEGE OF ARTS & SCIENCES CALENDAR

TERM I

1990

Thursday-Friday, August 23-24	Leadership Retreat
Saturday, August 25	New Students Arrive
Sunday-Wednesday, August 26-29	New Student Orientation And Testing
	Upperclassmen Arrive (These Days ONLY)
Tuesday, August 28	Registration
Thursday, August 30	Classes Begin
Friday, August 31	Welcome-Back Party
Wednesday, September 5	Last Day to Drop/Add
	Club Sign-Up
Tuesday, September 11	Senior Recognition Convocation
Friday-Sunday, October 5-7	Octoberfest Weekend
Friday, October 12	Fall Break: No classes
Wednesday, October 17	Midterm Grades Due
	Learning Society Presents Carl Sagan
Saturday, October 20	Admissions Open House
Wednesday, October 24	Last Day for Course Withdrawal
Friday-Sunday, October 26-28	Parents' Weekend
Monday, October 29 - Friday, November 9	Academic Advisement for January Term And Term II
Wednesday, October 31	Halloween Party
Thursday-Saturday, November 8-10	Queens College Theatre Fall Production
Sunday-Monday, November 11-12	Admissions Open House
Monday-Thursday, November 12-15	Advanced Registration for January Term And Term II
Friday, November 16	Thanksgiving Break Begins 5 p.m.
Saturday, November 17	Residence Halls Close at Noon
Sunday, November 25	Residence Halls Open 9:00 a.m.
Monday, November 26	Classes Resume
Friday, November 30	Christmas Tree Trim
Saturday, December 1	Casino Party

Sunday, December 2	Boar's Head Dinner
Sunday, December 9	Lovefeast/Christmas Tree Lighting
Tuesday, December 11	Classes End
Wednesday, December 12	Reading Day
	Yule Log Ceremony
	Midnight Breakfast
Thursday, December 13	Exams Begin
Tuesday, December 18	Exams End
Wednesday, December 19	Residence Halls Close at Noon

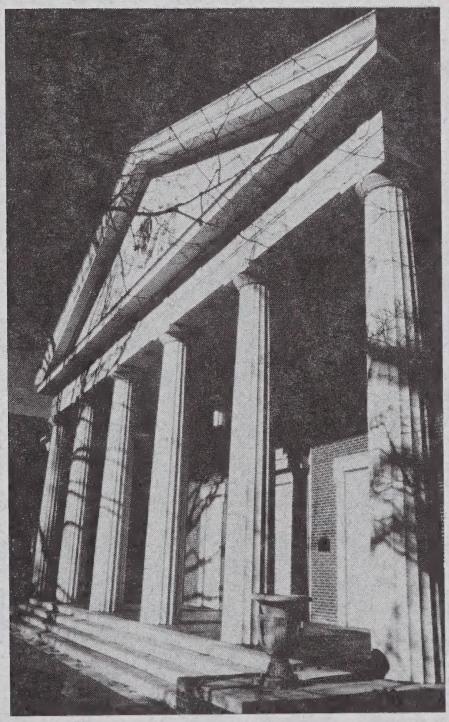
JANUARY TERM **1991**

Wednesday, January 2	Residence Halls Open 9:00 a.m.
Wednesday-Thursday, January 2-3	Study Tours Depart
Thursday, January 3	Registration Classes Begin
Friday, January 25	Classes End

TERM II **1991**

Tuesday, January 29	Registration
Wednesday, January 30	Classes Begin
Tuesday, February 5	Last Day to Drop/Add
Saturday, February 9	Admissions Open House
Saturday-Sunday, February 9-10	Mardi Gras Weekend
Tuesday, February 12	Honors Convocation
Tuesday, March 5	Learning Society Presents William Raspberry
Thursday-Friday, February 28-March 1	Presidential Scholarship Competition
Thursday-Friday, March 14-15	Mecklenburg Scholarship Interviews
Wednesday, March 20	Midterm Grades Due
Friday, March 22	Spring Break Begins
Tuesday, April 2	Classes Resume
Tuesday, April 2 - Friday, April 12	Academic Advisement for Summer Term And Term I
Friday, April 5	Last Day for Course Withdrawal
Thursday-Saturday, April 11-13	Queens College Theatre Spring Production
Thursday, April 11	International Symposium
Sunday-Monday, April 14-15	Admissions Open House

Monday-Thursday, April 15-18	Advanced Registration for Summer Term And Term I
Friday-Sunday, April 26-28	Homecoming Weekend
Tuesday, April 30	Awards Convocation
Thursday-Sunday, May 2-5	May Day Weekend
Thursday, May 9	Classes End
Friday, May 10	Reading Day Midnight Breakfast
Saturday, May 11	Exams Begin
Thursday, May 16	Exams End
Friday, May 17	Baccalaureate 4:00 p.m.
Saturday, May 18	**GRADUATION 10:00 a.m.**
Sunday, May 19	Residence Halls Close at Noon



CAMPUS RESOURCE DIRECTORY

In case of *any* emergency, please call Public Safety at 337-2306. If dialing from and to a 337 extension, you need only dial the last 3 digits, i.e. 306.

Question...	Contact...	Located in...	Or Call...
Absences	Your instructor		
Academic Advising	Your advisor Ms. Saundra Johnson	Academic Affairs, 201C Burwell	337-2508
Academic Records	Ms. Saundra Johnson	Academic Affairs, 201C Burwell	337-2508
Address Change	Ms. Sally Huhn	Registrar's Office, 101 Burwell	337-2211
Admissions	Ms. Ann Murphy	Admissions Office, 107 Burwell	337-2212
Adult Programs	Ms. Katie Wireman	Adult Admissions, 105 Burwell	337-2392
Advisors, Assignment of	Ms. Saundra Johnson	Academic Affairs, 201C Burwell	337-2508
Alumni Activities	Ms. Adelaide Davis	Alumni Affairs, 208 Burwell	337-2214
Athletics	Mr. Dale Layer	Athletic Department, Ovens Gymnasium	337-2509
Audio-Visual Equipment	Mr. Irving Kirk	Media Center, Everett Library	337-2262
Automobile	Public Safety Dispatch	Public Safety, 1st Fl Stultz Bldg.	337-2306
Banking Services	Ms. Earva McNealy	Business Office, 111 Jernigan	337-2336
Bills and Fees	Ms. Sandra Anderson	Business Office, 111 Jernigan	337-2350

Books and Supplies	Ms. M'Lou Greene	Bookstore, Morrison Lower Level	337-2413
Building Services	Mr. Mike Barrier	Building Services, Tillet Bldg.	376-6338
Campus Activities	Ms. Mary Bowman	Student Development, 203 Jernigan	337-2293
Career Planning	Dr. Emory Mason	Career Development, 201 Harris House	337-2337
Check Cashing	Ms. Earva McNealy	Student Bank, 111 Jernigan	337-2336
Choral Organization	Dr. James Glenn	Music Department, 225 Fine Arts	337-2341
Class Scheduling	Your advisor		
Clubs & Organizations	Ms. Mary Bowman	Student Development, 203 Jernigan	337-2293
Computing Services	Dr. Richard Ault	Computer Center, 10 Walker Science	
Counseling			
Alcohol	Ms. Jane Patterson Charlotte Council on Alcohol	Health Center 24-hour Helpline	337-2220 376-7447
Chemical Dependency	Ms. Jane Patterson Drug Education Center	Health Center 24-hour Helpline	337-2220 375-3784
Eating Disorders	Ms. Nancy Russell	Health Center	337-2220
General	Ms. Jane Patterson Student Development Staff	Health Center 203 Jernigan	337-2220 337-2226
Rape/Pregnancies	Ms. Jane Patterson Rape Crisis Center Planned Parenthood	Health Center 24-hour Helpline	337-2220 375-9900 337-0841
Development	Mr. Alan Lee	Development Office, 210 Burwell	337-2321

Disabled Students	Ms. Saundra Johnson	Academic Affairs, 201C Burwell	337-2508
Dropping/ Adding Courses	Ms. Kaye Noe	Registrar's Office, 101 Burwell	337-2211
EMERGENCIES	**Public Safety Dispatch**	**Public Safety, 1st Fl Stultz Bldg.**	**337-2306**
Employment	Dr. Emory Mason	Career Development, 201 Harris House	337-2337
Escort Services	Public Safety Dispatch	Public Safety, 1st Fl Stultz Bldg.	337-2306
Facilities, reservations			
Classrooms	Ms. Marcia Beck	Registrar's Office, 101 Burwell	337-2211
General	Ms. Cynthia Hunt	Special Events, 101A Harris House	337-2249
Financial Aid	Ms. Ellen Avers	Financial Aid Office, 102 Burwell	337-2230
Food Service	Ms. Marcia Bradley	Marriott, Morrison Dining Hall	337-2409
Fraternities	Ms. Gene Burton	Student Development, 203 Jernigan	337-2227
Grades	Ms. Kaye Noe	Registrar's Office, 101 Burwell	337-2211
Graduate School	See Adult Programs		
Graduation Requirements	Ms. Marcia Beck	Registrar's Office, 101 Burwell	337-2211
Graduate/Professional Test Preparation	Ms. Nancy Goode	Continuing Education, 101 Harris House	337-2243
Guest Housing	Ms. Melanie Cashio	Student Development, 203 Jernigan	337-2226

Handicapped Students	Ms. Saundra Johnson	Academic Affairs, 201C Burwell	337-2508
Health Center Services	Ms. Nancy Russell	Health Center	337-2220
Honor Code Violations	Appropriate Judicial Board Vice President Ms. Mary Bowman	Student Development, 203 Jernigan	337-2293
Housekeeping	Mr. Mike Barrier	Building Services, Tillet Bldg.	376-6338
Housing	Resident Coordinator		
I.D. Cards	Ms. Sheila Readling	Marriott, Morrison Dining Hall	337-2409
Insurance, medical	Ms. Nancy Russell	Health Center	337-2220
International Students	Ms. Sasha Pisarski	International Programs, 102 McEwen	337-2533
International Study Opportunities	Ms. Sasha Pisarski	International Programs, 102 McEwen	337-2533
Internships	Dr. Emory Mason	Career Development, 201 Harris House	337-2337
Intramural Sports	Mr. Dale Layer	Athletic Department, Ovens Gymnasium	337-2509
Leadership Training	Ms. Mary Bowman	Student Development, 203 Jernigan	337-2293
Library Hours/ Information	Ms. Judith Abner	Everett Library	337-2401
Loans (Emergency)	Ms. Gene Burton	Student Development, 203 Jernigan	337-2226
Lost & Found	Public Safety Dispatch	Public Safety, 1st Fl Stultz Bldg.	337-2306
Mail Services	Mr. Dave Peterson	Post Office, 1st Fl Stultz Bldg.	337-2311
Maintenance	Mr. David Zeeso	Physical Plant, Maintenance Bldg.	337-2340

Major, change of	Your advisor Ms. Saundra Johnson	Academic Affairs, 201C Burwell	337-2508
Meal Plan/Card	Ms. Sheila Readling	Marriott, Morrison Dining Hall	337-2409
Medical Assistance	Ms. Nancy Russell	Health Center	337-2220
Minority Programs/ Concerns	Ms. Mary Bowman	Student Development, 203 Jernigan	337-2293
New College	See Adult Programs		
New Dimensions	See Adult Programs		
Parent Concerns	Ms. Gene Burton	Student Development, 204 Jernigan	337-2226
Parking	Public Safety Dispatch	Public Safety, 1st Fl Stultz Bldg.	337-2306
Registration	Ms. Marcia Beck	Registrar's Office, 101 Burwell	337-2211
Religious Life	John Wilkerson Chaplain	Belk Chapel	337-2291
Residence Life	Resident Coordinator		
Roommate Problems	Resident Coordinator		
Safety	Public Safety Dispatch	Public Safety, 1st Fl Stultz Bldg.	337-2306
Scholarships	Ms. Cynthia Rhodes	Financial Aid, 102 Burwell	337-2225
Sexual Harassment	Ms. Mary Bowman	Student Development, 203 Jernigan	337-2293
Sororities	Ms. Gene Burton	Student Development, 203 Jernigan	337-2227
Student Government	Ms. Tracy Price	Student Government Association	

Study Skills	Ms. Saundra Johnson	Academic Affairs, 201C Burwell	337-2508
Summer School	Ms. Bonnie Stoffel	New College, 109 Dana Bldg.	337-2327
Switchboard	Receptionist	204 Burwell	337-2000
Transcripts	Ms. Sally Huhn	Registrar's Office, 101 Burwell	337-2211
Transfer Credit	Ms. Marcia Beck	Registrar's Office, 101 Burwell	337-2211
Tutoring	Ms. Saundra Johnson	Academic Affairs, 201C Burwell	337-2508
Withdrawals	Ms. Kaye Noe	Registrar's Office, 101 Burwell	337-2211
Work/Study	Ms. Cynthia Rhodes	Financial Aid, 102 Burwell	337-2225
Writing Center	Ms. Deborah Campbell	Everett Library, Lower Level	337-2535

RESIDENCE HALLS TELEPHONE DIRECTORY

Resident Coordinators		
Albright Hall	Ms. Lisa Justice	337-2326
Belk Hall	Mr. Jeff Aumond	337-2458
Harris Hall	Ms. Shepherd Smith	337-2223
Wallace Hall	Ms. Cindy Gilmer	337-2459
Student Resident Assistants		
Albright Hall		
1st Floor	Mr. Jay McBride	337-2537
2nd Floor	Ms. Shannon Duvall	337-2538
3rd Floor	Ms. Staci Benson	337-2539
Lobby	House Phone	337-2316
1st Floor	Hall Phone	337-2477
2nd Floor	Hall Phone	337-2393
3rd Floor	Hall Phone	337-2394
Belk Hall		
1st Floor	Mr. Joe Ficarrotta	337-2540
	Mr. Kenny Dadisman	337-2541
2nd Floor	Mr. Matt Pugmire	337-2242
	Mr. Kenny Lautenschlager	337-2543
Lobby	House Phone	337-9346
1st Floor	Hall Phone	337-2239
2nd Floor	Hall Phone	337-2233
	Pay Phone	374-9561
Harris Hall		
1st Floor, short hall	Ms. Desma Johnson	337-2545
1st Floor, long hall	Ms. Sandra Lane	337-2546
2nd Floor, short hall	Ms. Bette Delk	337-2547
2nd Floor, long hall	Ms. Tovi Fitch	337-2548
	Ms. Marie Gignilliat	337-2549
Lobby	House Phone	337-2344
1st Floor, long hall	Hall Phone	337-2218
1st Floor, short hall	Hall Phone	337-2263
2nd Floor, long hall	Hall Phone	337-2219
2nd Floor, short hall	Hall Phone	337-2232
	Pay Phone	337-1922
Long Hall		
1st Floor	Ms. Erin Woody	337-2550
2nd Floor	Ms. Lisa Miller	337-2551
1st Floor	Hall Phone	337-2299
2nd Floor	Hall Phone	337-2343
	Pay Phone	374-9890
Wallace Hall		
2nd Floor	Ms. Susan Wynegar	337-2552
3rd Floor	Ms. Nancy Breece	337-2553
Lobby	House Phone	337-2294
2nd Floor	Hall Phone	337-2296
3rd Floor	Hall Phone	337-2297
	Pay Phone	373-9336

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HOURS OF OPERATION

	MON-THURS	FRI	SAT	SUN
Administrative Offices	8:30am-5pm	8:30am-5pm	Closed	Closed
Bookstore	9:30am-6:15pm	9:30am-4pm	Closed	Closed
Career Development	8:30am-5pm	8:30am-5pm	Closed	Closed
Counseling Center	Hours vary on demand . . .		Closed	Closed
Health Center	7am-7pm	7am-3pm	Closed	Opens 3pm
Library	8am-1am	8am-6pm	10am-6pm	2pm-1am
Lion's Den	8am-midnight	8am-3pm 6pm-midnight	6pm-midnight	6pm-midnight
Morrison Dining Hall				
Breakfast	7am-9am	7am-9am	9-9:30am	9am-9:30am
Lunch	11:30am-1:30pm	11:30am-1:30pm	Noon-1:00pm	Noon-1:00pm
Dinner	5:15pm-6:30pm	5pm-5:45pm	5pm-5:45pm	5pm-5:45pm
Post Office Window	9am-10:30am 11am-12 noon 3pm-4:30pm	9am-10:30am 11am-12 noon 3pm-4:30pm	Closed Closed Closed	Closed Closed Closed
Student Bank	3-5pm	3-5pm	Closed	Closed

QUEENS COLLEGE
CHARLOTTE

1900 Selwyn Avenue
Charlotte, North Carolina 28274
704/332-7121